***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Manager, Clinical Research**

Job Family: Research Sub Family: Clinical

**Use of this position where a Supervisor and Manager will be in the same division requires approval from the Dean of the School.**

**Job Summary:**

Skill in patient care and ability to administer medication and treatments. Ability to handle emergency medical situations. Ability to handle medical instruments and equipment.

**Essential Functions:**

* Manage clinical research staff including training, scheduling, coordinating and delegating work, monitoring and evaluating performance to promote maximum staff member benefit and effectiveness as well as overall functional productivity.
* Develop and manage the development and execution of program research studies. Revise studies, in consultation with upper management or principal investigator, to meet changing needs and requirements and enforces standards.
* Manage clinical research operations including the budget, ensuring quality control and safety compliance, developing policies and procedures, and ordering supplies. Identify and address issues and deficiencies and implements effective solutions.
* Assemble and prepare literature research, editing and preparing manuscripts, scientific illustrations and computer graphics for publication.
* Provide for establishment or development of facility by evaluating equipment or machinery to be ordered, planning interactions with IT systems, and drafting Standard Operating Procedures for using new equipment.
* Foster and support a consultant/client environment, providing business unit and campus representatives with assessment, training, and advisement in research area.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Epidemiology, Sociology, Psychology, Nursing or field of study related to the research of the clinic

Experience: Six (6) years experience in clinical research including four (4) years in the relevant research specialization

Supervisory: Two (2) years of direct supervision or responsibility for training, work coordina tion, and monitoring the work of others.

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E3326F

SOC Code: 194060 IPEDS: Computer

EEO6 Code: Professional State Code: 9213602

USM eCode: E24333 AAP Code: 3A